

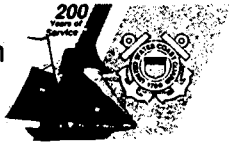
U.S. Department
of Transportation

**United States
Coast Guard**



POSITION CLASSIFICATION MANUAL

COMDTINST M12510.6B



2 MAR 1989

COMMANDANT INSTRUCTION M12510.6B

Subj: Position Classification Manual

1. **PURPOSE.** This manual outlines the policies, procedures, and responsibilities of personnel offices, supervisors, and employees concerning the classification of positions subject to the Classification Act of 1949 or the Federal Wage System (FWS).
2. **DIRECTIVES AFFECTED.** COMDTINST M12510.6A is cancelled.
3. **ACTION.** Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers, and chiefs of offices and special staff divisions in Headquarters shall comply with the provisions of this manual.
4. **REPORTS AND FORMS.** Section 2-I - Position Description Review Report (CG-3297) can be locally reproduced.

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Acting Chief, Office of
Personnel and Training

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CHAPTER 1. GENERAL PROVISIONS

- A. Coast Guard Policy. It is the policy of the Commandant that the classification program be administered Coast Guard-wide in a manner that will ensure uniformity of approach as well as compliance with the following objectives and statutory and regulatory requirements.
1. Civilian Pay Systems. All civilian positions paid under the Federal Wage System (FWS) (5 USC 5341), the General Schedule (GS) (5 USC Chapter 51), or the Performance Management and Recognition System (GM) are to be classified and placed in a grade or wage level in accordance with published Office of Personnel Management standards, on the basis of equal pay for substantially equal work.
 2. Formats. All positions will be described in the approved format and all such descriptions will be maintained on a current basis under procedures set forth in this manual.
 3. Equal Opportunity. All positions will be classified without regard to race, color, sex, religion, national origin, age, political affiliation, marital status, physical or mental handicap, or other nonmerit factors.
 4. Position Descriptions. No position within the purview of this manual may be filled in any manner until a description has been prepared and the duties classified as to title, pay plan, series, and grade.
- B. Coverage. This manual includes all General Schedule and Federal Wage System positions and those positions to which either of those systems have been administratively applied. Generally, all civilian positions in the Coast Guard are subject to either the provisions of the Classification Act or the Federal Wage System unless specifically excepted by statute or regulation.
1. General Schedule and Federal Wage System Exceptions. At the present time, continuing exceptions are Academy faculty, Executive Level positions, officers and crews of ferryboats, lighthouse keepers, lamplighters, and nonappropriated fund employees.
 2. Pay Setting Exceptions. A position may be excepted from Civil Service Regulations with regard to employment, but not to the pay setting procedures established by the Classification Act or Federal Wage System.
- C. Authorities.
1. Office of Personnel Management. The Office of Personnel Management has final authority over determinations as to position coverage or exclusion under the system; over position classification standards; and for administering the system. Authority to administer the system

- 1.C.1. (cont'd) includes the initial classification of positions coming into the system; investigation and revision of any agency classification decision; determining the effectiveness of the agencies' administration of the system; classification of administrative law judge, Senior Executive Service, GS-16, 17, and 18 positions; and revocation and restoration, in whole or in part, of the general classification authority of an agency or department.
2. Coast Guard. Authority to administer the Coast Guard classification program has been delegated to the Commandant and redelegated through Commandant (G-P) and (G-PC) as outlined in COMDINST 12550.1(series), Delegation of Authority for Civilian Personnel Management. Each organizational entity to whom authority has been delegated, either in whole, or in part, has a responsibility for administering its part of the total Coast Guard classification program in the most effective and efficient manner in compliance with applicable laws, regulations, and published standards. Commandant (G-PC) is responsible for the service-wide administration of the Federal Wage System program. This includes:
- a. Participating in the development of DOT-wide policies and procedures through joint meetings or input to proposals for new features or changes in the system;
 - b. Reviewing Office of Personnel Management proposals to assist in developing positions or replies;
 - c. Implementing wage schedules received from the Department of Defense and the Office of Personnel Management; and
 - d. Conducting or participating in the conduct of wage surveys.
3. Prevailing Rate Advisory Committee. The function of this committee is to consider new or revised basic policies and procedures of the Federal Wage System and to make its recommendations to the Office of Personnel Management. This committee is established by the Office of Personnel Management and consists of 11 members. Five members are designated from departments and agencies employing wage grade employees. Four members are designated by the President from the AFL-CIO. One member is designated by the head of an independent labor organization selected on a rotating basis. The salaries of the committee members are paid by their respective employers.
- D. Responsibilities. Commandant Instruction 12250.1 (series), Delegation of Authority Personnel Management, delegates authority for personnel management with the intent that the authorities be exercised only with the advice of qualified civilian personnel specialists. Classification of positions, therefore, will be performed by members of the servicing civilian personnel offices who are delegated this specific function for the organizations which they serve.

1.D.1. Personnel officers and personnel specialists to whom classification authority has been delegated are responsible for:

- a. Evaluating positions and wage jobs in terms of the proper application of standards and placing an authorized title, series, and grade on all positions within the coverage of this manual;
- b. Providing advice to supervisors in the development of position and job descriptions and assisting where necessary. (An increasingly important area of involvement is during the development of position descriptions for the Most Efficient Organization (MEO) during A-76 activities.);
- c. Explaining the interpretation of position classification and job grading standards and criteria in the classification process as requested by employees or supervisors;
- d. Specifying the format to be used in writing position and job descriptions;
- e. Conducting reviews with supervisors to ensure current and accurate position descriptions and classifications;
- f. Advising managers and supervisors on position management concepts such as exercising grade control, restructuring of jobs, and maximum use of skills; and
- g. Paying and administering authorized wage rates for wage grade employees.

2. Supervisors are responsible for:

- a. Developing organizations, planning and assigning work to individual positions within personnel and funding limitations;
- b. Approving position descriptions and certifying their accuracy;
- c. Reviewing official position descriptions with employees on an ongoing basis to assess their accuracy and currency;
- d. Assuring that new position descriptions are submitted in a timely fashion whenever functions or assignments change; and
- e. Assuring that employees fully understand the duties, responsibilities, and other factors in the description of their jobs.

1.D.2. f. Ensuring the proper determination of position sensitivity of all positions established under their jurisdiction. The designation process involves four steps and is documented on DOT Form 1630.2.

3. Employees are responsible for:

- a. Ensuring they understand the intent and content of their assigned duties and responsibilities; and
- b. Participating in a periodic review with the supervisor to verify the accuracy of their position description.

CHAPTER 2. POSITION CLASSIFICATION.

- A. General. The classification of a position, i.e., the assignment of a pay plan, title, series, and grade, is based on the type and difficulty of the duties, responsibilities, skills requirements, and the degree of supervision exercised over and by the incumbent. These factors are presented in a position description.
1. Requirement. For each position there shall be, at all times, a current, accurate, and certified position description which reflects the officially assigned duties and responsibilities.
 2. Preparation. Position descriptions may be prepared by:
 - a. Supervisors or other program officials familiar with the work and relationships to other positions; or
 - b. Personnel specialists may assist supervisors based on their knowledge and information concerning the work.
 3. Approval. Regardless of who prepares the description, the supervisor is always responsible for the final approval of the document and must attest to its accuracy.
- B. Use of the Position Description. The following describes some of the uses of the position description by management and the position classifier.
1. By the Manager. The descriptions of positions in an organization reflect organizational alignments and internal relationships. They can, in that sense, provide a valuable tool in assessing the efficiency of assignments and utilization of the available skills and resources. Descriptions are also useful in planning recruitment needs, restructuring positions for economy, providing better opportunities for minority employment, reviewing training needs, or applying the incentive awards program.
 2. By the Classifier. The classifier must use the description for purposes of determining the grade, title, and occupation of the job.
 - a. Position descriptions are not evaluated by classifiers, but positions are. The description merely gives the classifier insights into what work is being performed and is a starting point for more detailed examination either through personal knowledge of the work in the organization, or through discussion with the employee or supervisor, or both.

- 2.B.2. b. A common incorrect assumption made by supervisors and employees is that the grade of a position is based on the semantic sufficiency of the description. Classification does not rely solely on words, but is based on developing facts and concepts from the duties and responsibilities assigned to positions and applicable standards, in order to compare the salient points of each to reach a logical and sound conclusion. Therefore, a description may contain all of the "right words" but not meet the "right grade" level because of the classifier's interpretation of the facts. Similarly, a classifier's responsibility extends to modifying, with the supervisor's concurrence, a description to include facts which may not have been described or which may have been overdescribed.
- c. In brief, it is a basic tenet of classification to ensure that all of the facts are available, to go beyond the mere description to obtain these facts, and to have descriptions modified to make them accurate documentations of the work performed.
- C. Position Description Content. The following represent various ingredients of a position description depending on the individual duties and responsibilities represented.
1. General. There are several specialized formats applicable to different types of positions. Each is designed to make it easier for the writer to outline the important aspects of the job and for the reviewer to compare those factors to classification standards.
 2. Supervisory Positions. Position descriptions for General Schedule supervisors must contain detailed information on assigned administrative or management duties and responsibilities in addition to any technical or program management functions. The descriptions must contain statements of responsibilities assigned the position in furthering the equal employment actions of the organization. Federal Wage System supervisory position descriptions are placed in one of two ranges. Foreman positions typically supervise nonsupervisory workers and General Foreman positions are typically supervisors of other supervisors.
 3. Format. Position descriptions and job descriptions should be written in the format of the classification or job grading standard or standards on which the grade level of the position is based. Where another format is preferred, it must be identified for consistent application by servicing personnel office instruction. In general, the description must contain, in a concise manner, an explanation of what the job is, i.e., the duties assigned, an explanation of examples of the difficulty of these duties, the responsibilities incurred such as commitment authority, decisions made, the skills required, and the kind of supervision given and/or received.

- 2.C.4. Research Positions. Professional positions involving basic or applied research are required to be described in a manner eliciting the points covered in 2.C.3. above and, in addition, the degree of expertise enjoyed and scientific contributions expected of the employee.
5. Federal Wage System (FWS). Descriptions for positions in the trades and crafts occupations must contain, in addition to the characteristics stated in 2.C.3. above, the physical requirements and any unusual working environment conditions.
- D. The General Schedule Classification System. The Federal position classification system originated with the Classification Act of 1923. That act was amended several times and was replaced by the Classification Act of 1949 (now Chapter 51 of Title 5, United States Code). The 1949 Act also has been amended and otherwise interpreted and supplemented, but it remains the principal legal authority for classifying positions within the Federal Government.
1. Objectives. The primary objectives of the Federal classification plan for General Schedule positions are:
- a. The need to identify positions with appropriate qualification standards;
 - b. The principle of equal pay for substantially equal work; and
 - c. The principle that variations in ranges of basic pay for different employees should be in proportion to substantial differences in the difficulty, responsibility, and qualifications of the work performed.
2. Other Uses. In addition to the above objectives, position classification is also used to:
- a. Aid in testing, selecting, and recruiting employees;
 - b. Provide uniform terminology for record keeping, statistical, and budgetary purposes;
 - c. Identify the content and requirements of positions for promotion, reassignment, transfer, and reduction-in-force purposes;
 - d. Contribute to employee morale by assuring employees that they are receiving fair and equitable treatment;
 - e. Eliminate conflict in lines of authority and facilitate verifying work assignments;
 - f. Denote positions exempt or nonexempt from the Fair Labor Standards Act, as amended (PL 93-259).

2.D.3. The System. Under the General Schedule classification system, positions are first sorted into occupational groups and each of these groups is divided into series. Each series is then divided into classes and each class placed in its appropriate grade which has a salary range provided by law. The product is the position classification plan. Its structure is outlined in the Handbook of Occupational Groups and Series of Classes established under the Federal position classification plan which serves as the official guide for determining the occupational category within which a position falls. The detailed definitions of the occupational groups, series, and classes, which appear as a separate publication, are the classification standards. With their aid, positions can be placed in classes and grades on a uniform basis.

E. Federal Wage System Jobs. The Federal Wage System (FWS) provides common policies, systems, practices, and job grading standards for uniform application by all executive departments and agencies in fixing pay for wage grade employees as nearly as is consistent with the public interest in accordance with prevailing rates. The authority to fix wage grade pay rates is vested in the heads of the individual departments and agencies.

1. General.

- a. Presidential Directive. The President's memorandum of 16 November 1965 directed the heads of executive departments and agencies, under the leadership of the Chairman, Civil Service Commission (Office of Personnel Management), to develop a common wage system that would eliminate pay differences among agencies for the same trade and labor jobs in the same local wage areas and to bring about equitable coordination of wage grade practices.
- b. Basic Principles. The President asked for the development of common job standards and wage policies and practices to ensure interagency equity in wage rates based upon statistically valid wage surveys. The President established as basic principles that wages shall be fixed and adjusted from time to time as nearly as is consistent with the public interest and in accordance with prevailing rates and there shall be equal pay for substantially equal work with pay distinctions being maintained in relationship to work distinctions.

2. Legal Authorities.

- a. Exclusion from the General Schedule. Title 5, USC 5102(c)(7) excludes from the General Schedule pay and classification system all employees in recognized trades or crafts, or other skilled mechanical crafts, or in unskilled, semi-skilled, or skilled manual labor occupations, and other employees including foremen and supervisors in positions having trades, crafts, or laboring experience and knowledge as the paramount qualification requirements.

2.E.2. b. Pay-Fixing Authority For Wage Grade Employees. Heads of departments and agencies are responsible for fixing pay under authority of 5 USC 5343(4).

3. Exclusions. Coast Guard ferryboat employees are excluded from the Federal Wage System.

F. Job Grading. Federal Personnel Manual (FPM) Supplement 512-1 contains the job grading system for Federal Wage System occupations. It is broken down into three basic segments: (1) explanation of job grading system; (2) job grading standards; and (3) definitions of occupations. Coast Guard civilian personnel officers and members of their staff who are responsible for grading Federal Wage System jobs are expected to be completely knowledgeable of its contents and their application.

1. Elements of the System. The job grading system for the Federal Wage System includes the following basic elements:

- a. A framework of 39 key ranking jobs common to most agencies, representing a cross section of various kinds of work and skill levels, which serve as the basic peg points of the grade structure;
- b. Job grading standards which provide the criteria for determining the relative worth of jobs in terms of grades;
- c. A job grading method to assure consistency in the application of job standards; and
- d. A plan for coding and titling trades and labor jobs.

2. Job Grading Standards. To ensure interagency equity in job grading and wage rates, the Office of Personnel Management develops and publishes common job grading standards and instructions which provide the criteria for grading, titling, and coding jobs. All Federal Wage System jobs must be graded in accordance with or consistent with such standards. For jobs not covered directly by published standards, grades are determined by comparison with standards for the most nearly related occupations.

- a. Job Grading Method for Nonsupervisory Jobs. The basic method for grading nonsupervisory jobs involves study of the job being graded, including its purpose and relationship to other jobs, analysis of the work done and its requirements, and determination of the correct grade by comparison with grade definitions in an appropriate job grading standard. The four factors identifying the nature of the occupational facts considered in grading jobs under this method are: skill and knowledge; responsibility; physical effort; and working conditions.

- 2.F.2. b. Job Grading Method for Supervisory Jobs. The grade of the supervisory job reflects its relative worth in comparison with other supervisors and its proper pay relationship to the employees supervised. The basic factors used for grading are nature of supervisory responsibility, level of work supervised, and scope of work operations supervised.
3. Grade Structure. Each job must be placed in its proper grade in accordance with Office of Personnel Management standards and instructions. The basic grade structure with five steps in each category is as follows:
- a. Regular nonsupervisory schedule (WG) - 15 grades;
 - b. Regular leader schedule (WL) - 15 grades; and
 - c. Regular supervisory schedule (WS) - 19 grades.
4. Evaluation.
- a. Procedure. To determine the appropriate rating for a Federal Wage System job the classifier must have a complete and accurate position description. On the basis of the information provided in the description, site audits, organization charts, and any other pertinent information furnished, the classifier will analyze the facts regarding the duties and responsibilities and significant organizational relationships of the position; compare the duties with published rating definitions to determine which, if any, of the existing definitions is most nearly applicable; and classify the position to the appropriate Federal Wage System rating. In arriving at an appropriate rating the classifier is expected to supplement the available guidelines and definitions by utilizing precedent actions taken by Commandant (G-PC) and/or the Office of Personnel Management. The classifier must ensure that the determinations for similar, identical or related positions are consistent with Office of Personnel Management certificates.
 - b. Mixed Jobs. A mixed job should be graded in keeping with the duties that involve the highest skill and qualification requirements of the job, and are a regular and recurring part of the job, even if the duties involved are not performed for a majority of the time. If a job involves regular and recurring duties at the same level in two or more occupations, the job is graded to that same level.
5. Standards Development. Official position classification standards are developed and published by the Office of Personnel Management.

- 2.F.5. a. Standards. Standards are developed in collaboration with technical line managers and employees in the occupation. Major users in the occupation are thus provided opportunity to assist in structuring the criteria and for making the document as realistic and current as possible. Coast Guard organizations shall participate fully in standard studies, reviews, and development of standards when requested by the Office of Personnel Management. All standards reviews shall be coordinated by Commandant (G-PC).
- b. Status. There may be occasions when standards are unique to, and developed by, the Coast Guard. However, without approval of the Office of Personnel Management, these standards have no official status. If approved, the internally developed standards have the same effect as those issued by the Office of Personnel Management.
- c. Technology. Managers and personnel officials have the responsibility to request revisions, modifications, or establishment of new standards if technology surpasses the criteria now in existence or if new disciplines develop. Such requests must be referred to Commandant (G-PC) for further evaluation.
- d. Binding Standards. When standards are issued by the Office of Personnel Management, they are binding. Application of the standard must take place within the time specified by the Office of Personnel Management, usually a 6 month period.
- e. Availability of Standards. Position classification standards are available for review by employees in the civilian personnel offices.
- G. Classification Process. The following represents the stages of development of a typical position description.
1. Cover Sheet. After preparation, the description is attached to a "cover sheet" (Optional Form 8), and is certified by the first and second level supervisor. While there is space for the employee's signature, the employee does not have to sign the OF-8 to make the description valid. It is the supervisor's responsibility to distribute and assign duties and responsibilities and apprise the employee accordingly.
 2. Request for Personnel Action. The position description with the "cover sheet" (Optional Form 8) is forwarded to the appropriate civilian personnel office as an attachment to an executed "Request for Personnel Action" (Standard Form 52).
 3. Civilian Personnel Office Review. The Civilian Personnel Office will review the description, perform any fact finding necessary to clarify the submission, and evaluate the position using published Office of Personnel Management or internally developed and approved classification criteria. This evaluation results in a specific title, series, and grade level for the position.

- 2.G.4. Determination of the Civilian Personnel Office. The determination, if different from that proposed by management, is tentative pending discussion with the supervisor. The classifier will discuss the manner in which the determination was made, any deficiencies, and request more facts, if necessary. The classifier shall make every effort to assist the supervisor in understanding the basis for the decision and, where possible, offer recommendations relating to redesign of functions, responsibilities, and internal position management principles and consider all other elements such as recruitment and retention problems.
5. Final Decision. If, after these efforts, the requested grade level is not supportable, the determination of title, series, and grade by the servicing civilian personnel office becomes final and the position is officially classified.
6. Appeals. Affected employees may, if dissatisfied with the classification determination of their position, initiate a formal classification appeal in accordance with chapter 3 of this instruction.
- H. Evaluation Statements. An evaluation statement contains the reasons for a classification action and/or recommendations. It provides a written record of the analysis of the duties and responsibilities and their comparison with classification criteria. The evaluation statement is prepared and signed by the classification specialist conducting the evaluation analysis. A written evaluation statement is required to be prepared for all positions for which there are not published standards, all supervisory positions, all General Schedule positions reflecting an accretion of duties, positions which are mixed (representative of two or more series), the full performance level in a career ladder position, all non-standard position descriptions GS-12 and above, all positions that do not meet the grade level requested by management, positions classified using the Primary Standard, those positions classified by extrapolation, and all Federal Wage System jobs at or above the journeyman level.
1. General Schedule (GS) Evaluations.
- a. Contents and Format. The following format and contents are required for all evaluation statements for General Schedule positions not currently under the Factor Evaluation System (FES).
- (1) Identification of Position. Show the classification of the position based upon the conclusion reached in the evaluation. Indicate the organizational information, e.g., "Position is that of a Clerk-Typist, GS-322-3, Fiscal Branch, Comptroller Division, Tenth Coast Guard District, Little Stone, Nevada."

- 2.H.1.a. (2) Nature of Action. Indicate the reason for classification, e.g., new position being established, redescription and upgrading, amendment, redescription, appeal of classification, preaudit, etc.
- (3) Background Information. Give the classification of the position being replaced by the action cited immediately above. Provide the classification requested by the initiator and any special circumstances surrounding the case affecting the classification (organizational or program changes, special incumbency problems or facts, previous appeals, etc.) and any information gained through discussions with the incumbent and/or management.
- (4) Evaluation.
- (a) Series and Title. Cite criteria utilized in determining the recommended pay plan, series, and title particularly if the position is of a mixed nature.
- (b) Analysis. Outline the major duties and responsibilities being performed by the incumbent and indicate your understanding of how those duties are being performed that are vaguely described or are in question. Point out major changes in the position since it was last classified. Compare the duties and responsibilities with specific classification factors in the appropriate standard. Evaluation statements should give the reasons why one degree of the standard criteria is more applicable than another or why the duties and responsibilities in a position equate more to one grade than another, rather than making a judgment that a certain duty is at a particular level without qualifying that judgment. Discuss the criteria used when making any necessary cross series comparisons as required in the classification standards). Do not engage in position to position comparisons across district, Maintenance and Logistics Command, or other agency lines since positions must be classified only by their comparisons to published Office of Personnel Management standards or such other guides or criteria as may be issued by the Commandant (G-PC). The classifier must ensure, however, that the determination for similar, identical, or related positions are consistent with Office of Personnel Management certificates. (See FPM Letter 511-9.)

- 2.H.1. a. (4) (c) Conclusion. Elaborate as necessary to support the final classification decision. The closing paragraph should show the appropriate title, series, and grade (example: "Based on the above, this position is classified as a Clerk-Typist, GS-322-2").
- (d) Fair Labor Standards Act (FLSA) Determination. Utilizing criteria provided in the FPM, give a brief discussion of the rationale used to designate the position as exempt or nonexempt.
- (e) Performance Management and Recognition System (PMRS) Coverage. Prepare a brief discussion of the rationale for coverage under or exclusion from the Performance Management and Recognition System (PMRS).
- (f) Signature. The evaluator must sign and date each evaluation statement.
- b. Factor Evaluation System (FES). An example of the contents and format of the evaluation statement for General Schedule positions presently under FES is provided in the Introduction to the Position Classification Standards.
- c. Recording the Results. Each General Schedule position classified in accordance with the Factor Evaluation System should have a record of the evaluation judgment made. As a minimum, the point values for each factor, the total point values, and the General Schedule grade must be shown on all copies of the position description.
2. Federal Wage System (FWS) Evaluations.
- a. Contents and Format. The following prescribes the format and information required for each Federal Wage System evaluation statement:
- (1) Identification of Position. This item should provide the title, series, and grade of the position as determined in item (4)(c) below along with organizational designation and geographical location (city and state).

- 2.H.2.a. (2) Nature of the Action. Indicate whether the nature of action is an upgrading, redescription at same grade, new position, conversion action, etc.
- (3) Background Information. Provide information such as the following: identification of the previous position description and/or amendments, addition of functions causing the rewriting of the position, or any information that might assist in the evaluation of the position..
- (4) Evaluation.
- (a) Series. Give the basis for selecting and assigning the series, e.g., the major function of this position is that of a journeyman painter and is, therefore, appropriately assigned to series 4102 in accordance with prescribed standards for painter.
- (b) Analysis. This is the primary portion of the evaluation statement where the comparison is made between the position description and the criteria outlined in the standard or key ranking job. In the case of mixed jobs, comparisons must be made with more than one standard. If published standards do not exist, use appropriate cross-series comparisons. Comparison with jobs in other districts, Maintenance and Logistics Commands, or agencies is not acceptable since one or more unknown factors may be present in such outside jobs.
1. The following factors must be described in analyzing jobs of a nonsupervisory nature:
- a. Skill and Knowledge;
 - b. Responsibility;
 - c. Physical Effort; and
 - d. Working Conditions.

2.H.2. a. (4) (b) 2. Supervisory jobs must be analyzed using the following factors:

- a. Nature of Supervisory Responsibilities;
- b. Level of Work Supervised; and
- c. Scope of Work Operations Supervised.

(c) Conclusion. This item summarizes the basis for arriving at a proper job title, pay category (e. g., WG, WL, WS, WD, WN), series, and grade of the position.

(d) Signature. The evaluator must sign and date each evaluation.

I. Maintenance Reviews. The Office of Personnel Management has abolished the requirement to conduct periodic maintenance review. However, it is our intent to retain a modified maintenance review policy to assure adequacy of description, correctness of classification, and currentness of organizational information.

1. Audit Requirement. Approximately 15 percent of the positions for which each operating civilian personnel officer is responsible shall be desk audited each year either through organizational survey methods or individual requests for personnel actions.
2. Structure for Review. A cyclic system of review must be established, using the organizational survey as the primary method of meeting the 15 percent audit requirement.
3. Position Description Review Report. The Position Description Review Report (Form CG-3297) is designed to record the review and provide management the vehicle to certify completion of the review.
4. Correction of Inaccurate Position Descriptions. Position descriptions found by personnel to be inaccurate with regard to current duties and responsibilities shall be rewritten and submitted to the civilian personnel office no later than 30 days after management has been notified. Results of the position review shall be maintained in the servicing personnel office.
5. Maintenance of Current Position Descriptions. Maintenance reviews are not intended in any way to replace or alleviate the responsibility of supervisors and management officials for maintaining position descriptions and position classification allocations on a current basis.

CHAPTER 3. CLASSIFICATION APPEALS.

- A. Coverage/Exclusions. This appeal procedure covers all positions classified under the General Schedule Classification System and the Performance Management and Recognition System in grades 1 to 15, as well as the Federal Wage System Job Grading System. These procedures do not apply to Academy Faculty members, officers and crews of ferryboats, Lamplighters, and Lighthouse Keepers.
- B. Employee Options. The Commandant (G-PC) exercises the authority to adjudicate and decide classification appeals. Further appeal from Commandant (G-PC) adjudications must go to the Office of Personnel Management.
1. General Schedule employees in grades 1 through 15 may file an appeal within the Coast Guard and, if dissatisfied with this decision, file a subsequent appeal with the Office of Personnel Management or initially file an appeal directly to the Office of Personnel Management. By appealing directly to the Office of Personnel Management, an employee waives the right to appeal the same classification decision within the Coast Guard. An employee may also file an appeal to the Office of Personnel Management through the Coast Guard.
 2. GS-16, 17, and 18 employees, Administrative Law Judges, and positions classified by or at the direction of the Office of Personnel Management must appeal directly to the Office of Personnel Management.
 3. A Federal Wage System employee must appeal first to the Coast Guard. An appeal may be filed with the Office of Personnel Management after receipt of an appeal decision within Coast Guard, but must be done within 15 calendar days of the receipt of the Coast Guard decision.
- C. Appealable/Nonappealable Items. An employee has the right to appeal the classification of the employee's position description, i.e., the title, series, grade or the placement of the position in a particular pay system at any time. Inclusion or exclusion of a major duty, classification of a position which is not the employee's permanent position of record, classification of the position based on comparison to other positions or the rate of pay or propriety of a wage schedule for Federal Wage System employees are not appealable. In addition, although the Performance Management and Recognition System is a type of pay for performance compensation system, coverage determinations under the PMRS are a management responsibility and may not be appealed.
- D. General Schedule Employee Requirements. When the employee is not entitled to retained grade or pay, the filing of a timely appeal may establish or preserve retroactive classification benefits as provided in the Federal Personnel Manual. An appeal decision which reverses in whole or in part a classification decision which resulted in a loss of grade or pay may be applied retroactively if the employee:

- 3.D.1. Files the initial appeal with the Coast Guard or the Office of Personnel Management no later than 15 calendar days after the effective date of the action taken by Coast Guard; and
2. Files a further appeal to the Office of Personnel Management of Coast Guard's decision no later than 15 calendar days after the employee receives the Coast Guard decision.
3. Commandant (G-PC) or the Office of Personnel Management may extend these time limits specified above if it is found that the employee was not notified of these limits or that there were extenuating circumstances.

E. Federal Wage System Employee Requirements.

1. An application to the Coast Guard to overturn a decision that resulted in a reduction in grade or loss of pay, can be applied retroactively only if the application is filed within 15 calendar days of the effective date of the change to lower grade.
2. If the employee chooses to further appeal the Coast Guard appeal decision to the Office of Personnel Management, this subsequent appeal must be filed within 15 calendar days of the receipt of the Coast Guard decision.
3. For the determinations for which they have authority, the Commandant (G-PC) or the Office of Personnel Management may extend these time limits specified above if it is found that the employee was not notified of these limits or that there were extenuating circumstances.

F. Employee Representative. An employee has the right to be represented in a classification appeal by a representative chosen by the employee.

1. Employees and their representatives are to be allowed a reasonable amount of official time to present the appeal.
2. An employee's representative may not be a supervisor with line authority over the position or an agency official with classification authority over the position.
3. A representative may submit any information concerning the classification of the position but may not, as a matter of right, be present during any factfinding sessions (e. g., desk audit, supervisory interviews).

G. Contents of an Appeal. An employee appeal to the Coast Guard or the Office of Personnel Management must be in writing and include the following:

1. Employee's name, mailing address, and office phone number;

- 3.G.2. Exact location of the employee's position in the organizational structure (e. g., Administration, Office, Division, Branch, etc.);
 3. Employee's current title, series, and grade;
 4. Requested title, series, grade, or other classification action;
 5. A copy of the employee's official position description along with a statement that the employee agrees with the official description. If the employee believes the description is not accurate, the employee must provide specific written documentation as to where the disagreement is and what steps have been taken to have the official description changed or modified. (Disagreements about content or verbiage do not constitute a basis for an appeal and should be resolved with the appropriate supervisors or, as a last resort, through the appropriate grievance procedure.
 6. Why the employee believes the position is erroneously classified. If possible, reference should be made to classification standards and address specific areas of disagreement with the current evaluation statement. Federal Wage System employees who appeal to the Office of Personnel Management must specifically identify the portion(s) of the Coast Guard appeal decision with which they disagree.
 7. Name, address, and business telephone number of the employee's representative, if one has been selected.
- H. Appeal Processing. Upon receipt of a classification appeal, Commandant (G-PC) will:
1. Record and acknowledge receipt of the appeal promptly;
 2. Inform the employee in writing when the appeal is forwarded to the Office of Personnel Management;
 3. Establish an official position classification file separate from the Official Personnel Folder; (This file shall not contain any document or information which the employee has not been given the opportunity to review.);
 4. Investigate the classification of each position to the extent necessary to ascertain the principle duties and responsibilities are assigned and performed regularly. Position management certification by the immediate supervisor will also be required;

- 3.H.5. When necessary, request that additional information be furnished by the employee or personnel office (Commandant (G-PC) will adjudicate appeals on the basis of information contained in the record. On-site reviews, when needed, will be conducted at the discretion of the deciding official.);
6. Issue a written decision to the appellant, generally no later than 60 workdays following the date the appeal was filed; (This decision will inform the employee of the reasons for the decision, including an analysis of the classification of the position by means of comparison with the appropriate standards.);
7. Specify the effective date of any classification changes resulting from the decision; and
8. Inform the employee of further appeal rights and any time limits which must be observed.

I. Cancellation of Appeals.

1. Commandant (G-PC) will cancel an employee's appeal at the employee's request, when the employee is no longer officially in the position unless there is a possibility of retroactive benefits, or if the employee or the employee's representative fails to furnish requested information needed to process the appeal on a timely basis.
2. A cancelled appeal will not be reopened unless the employee is able to show that extenuating circumstances existed.

J. Effect of Appeal Decision. A classification appeal decision issued by Commandant (G-PC) represents the final decision with respect to the classification of the appealed position. Commandant (G-PC) decisions constitute a certificate which is binding and mandatory on personnel and personnel officers. Only Commandant (G-PC) may reopen and reconsider any decision when the action appears warranted. The Office of Personnel Management will review Commandant (G-PC) appeal decisions should the employee choose to file a further appeal with the Office of Personnel Management.

K. Mandatory General Schedule Appeal Referrals. An appeal of a General Schedule employee must be forwarded to the Office of Personnel Management as soon as possible if Commandant (G-PC) does not have the authority to act on the appeal.

1. An appeal of a General Schedule employee must be forwarded to the Office of Personnel Management with the appellant's approval within 30 calendar days of its receipt if Commandant (G-PC) elects to have the Office of Personnel Management decide the appeal.

- 3.K.2. An appeal of a General Schedule employee must be forwarded to the Office of Personnel Management within 60 calendar days of its receipt when the appeal was addressed to the Office of Personnel Management through Commandant (G-PC) and Commandant (G-PC) has either not issued a favorable decision or not reached any decision after 60 calendar days.
3. Commandant (G-PC) will notify the employee of its intentions to forward an appeal to the Office of Personnel Management and receive in writing the employee's concurrence. The appeal will be cancelled if the employee does not want the appeal forwarded to the Office of Personnel Management.

